



ESTES PARK
COLORADO

Estes Valley Amended Plats

(Lot Combinations, Boundary Adjustments,
Amended Plats)



Revision Date: April 2012

WHERE DO I START?

Contact the Community Development Department to discuss your idea with a planner. This will help you understand what the requirements are. From there, a pre-application meeting will be scheduled.

At the pre-application meeting, staff will meet with you and your surveyor to discuss the review process, timeframe, and costs (see 'Pre-Application Meeting' handout).

WHAT IS AN AMENDED PLAT?

Amendment plats fall into three categories: Land Consolidation Plats, Boundary Adjustment Plats, and Amended Plats.

No new parcels are created with amended plats, though they often require dedication of easements for driveways and utility service lines (see 'Easements' handout).

Because no new lots are created, many subdivision standards such as provision of adequate roads and utilities do not apply to amended plats.

Land Consolidation Plat. Land Consolidation Plats combine *unplatted parcels*.

Unplatted parcels are those that are not part of a formal subdivision, and have 'metes and bounds' legal descriptions.

Land Consolidation Plats are subject to review and approval of the Board*.

A word of caution: Once lots are combined, a new subdivision is required to split the land again. This would require compliance with whatever zoning and subdivision standards are in place at that time.

* Plats inside Town are reviewed by the Town Board; plats in the unincorporated Valley are reviewed by the Board of County Commissioners.

Boundary Adjustment Plat. Boundary Adjustment Plats change the property line between two or more *unplatted parcels*.

Amended Plat. Amended Plats typically change the property line between two or more platted lots. Amended Plats may also be used to change a platted building envelope, vacate an easement or street right-of-way, or combine lots.

Boundary Adjustment Plats and Amended Plats require Planning Commission review and Board* approval.

DO I NEED A SURVEYOR?

Yes. State law requires land plats be prepared by a registered land surveyor.

HOW LONG DOES THIS TAKE?

Typically about 4-5 months. You can find review schedules on our webpage.

After Board approval, you will need to gather lien holder signatures, which can take several weeks. Staff recommends you initiate this process early in order to minimize delays in recording of the plat.

Depending on the complexity of your plat, the review timeframe may be shortened with approval from staff. If you have questions about this, please discuss with staff at the pre-application meeting.

WHAT IS THE REVIEW PROCESS?

The Estes Valley Development Code (EVDC) classifies these plats as "subdivisions." This is done to provide a consistent review process for all land plats. You can find review schedules on our department webpage.

Step 1. Pre-Application Meeting: The first step is called a 'pre-application conference.' These meetings require submittal of a sketch plan prepared by a land surveyor. Staff

recommends you have your representative present at this meeting.

At this meeting you will meet with staff, who will explain the process in detail, and you will have an opportunity to ask any questions you may have.

Step 2. Application submittal and completeness review: The next step is the application submittal. This requires submittal of an application form, filing fee, the plat map, and supporting documents such as a statement of intent and survey data.

Applications are routed to agencies such as the water department, sanitation districts, and the engineering department to determine if the application is complete for review.

Step 3. Staff Review and Report: Complete applications are routed to affected agencies for review and comment. Planning division staff will consolidate these comments, review for compliance with the EVDC, and prepare a staff report for Planning Commission review.

Step 4. Planning Commission: The Estes Valley Planning Commission will review plats for compliance with the EVDC, and make a recommendation to the Board.

This meeting is an open public hearing, advertised in the paper, with neighbor notification. Staff suggests you contact neighbors to describe your project.

The Planning Commission must find that approval of the plat will not be materially detrimental to the public welfare, injurious to other property in the neighborhood, or in conflict with the purposes and objectives of the development code.

Step 5. Board Decision: After Planning Commission recommendation, plats are forwarded to the Board for final review and approval.

Step 6. Recording: After Board approval, you will have 60 days to submit the plat for recording. This also requires submittal of a recording fee (check written to Larimer County Clerk and Recorder), and a letter from an attorney verifying that all parties with title interest in the property have signed the plat.

SURVEY REVIEW.

Plat map and survey information such as “closure data” and “monument records” are required with application submittal.

Properties are subject to survey review through the engineering department. This is a rigorous process, and typically requires 2-3 iterations prior to approval. This can lead to delay in recording of the plat; staff recommends you work closely with your surveyor to ensure survey review comments are addressed in a timely fashion.

HOW MUCH WILL THIS COST ME?

In most instances, surveyor fees will make up most of the cost.

Planning review fees vary based on the type of plat. Please refer to the Estes Valley Development Review Fee Schedule for current application fees.

The required Attorney Certificate should also be accounted for.

A recording fee will be required with final mylar submittals. This fee is described on the Larimer County Clerk’s website.

A final note, all *ad valorem* taxes must be paid prior to recordation of plats with properties in the unincorporated Valley.

WHAT DO I GET?

At the end of the process, a legal document will be recorded with the Larimer County Clerk and Recorder.

This document includes signatures from property owners, the Board, a surveyor’s stamp, and includes a map of the property.

Note: This information was summarized from Estes Valley Development Code Section 3.9 *Subdivisions*. These regulations can be accessed online at www.estes.org

TOWN OF ESTES PARK PLANNING DIVISION